

## *Washington State Credentialing Requirements*

### **Physician and Surgeon (Chapter 18.71 RCW, 246-919 WAC)**

**Type of Credential:**

License

**DOH Contact:**

Medical Commission - 360-236-2750

<b>Credentialing Requirements</b>	<b>Verification Documents Obtained</b>
Graduation from an accredited or approved medical school	Official transcript with degree and date posted, received directly from applicant's program. Transcripts not in English must have an official translation. International medical school graduates may request certified copies of transcripts be sent directly to the department from another state or applicant sends original to the department for copying.
Completion of a residency or other post-graduate training program. Applicant must have successfully completed at least two years of post-graduate training if graduated after 7/85 and one year if before 7/85	Post-graduate Training Program Director form must be completed by the program director and returned directly to the department. Program staff verifies that program has been accredited by The Accreditation Council for Graduate Medical Education. All programs listed must be verified.
Work history (professional training & experience)	Must have complete chronology from receipt of medical degree to the date of application. All time breaks of 30 days or more must be accounted for.
Hospital privileges	Verification of all admitting or specialty hospital privileges that have been granted within past five years of date of application and for more than 30 days. The hospital administration form must be completed and sent directly from the facility to the department. All facilities listed on application must be verified. Hospital privileges connected with military practice experience may be verified by current duty station. If no longer in active service, through the National Personnel Records Center, St. Louis, Missouri.
State licensure verification	Applicant lists all states where credentials are or were held, including where applicant has applied but a credential was not granted. A verification form must be completed and submitted by the jurisdiction where the applicant is or was credentialed. Applicant sends form to jurisdiction for completion. The jurisdiction sends completed form directly to the department.

<p>Statement about:</p> <ul style="list-style-type: none"> <li>• physical and mental health status</li> <li>• lack of impairment due to chemical dependency/substance abuse</li> <li>• history of loss of license, certification or registration</li> <li>• felony convictions</li> <li>• loss or limitations of privileges</li> <li>• disciplinary actions</li> <li>• professional liability claims history</li> </ul>	<p>Applicant must answer personal data questions. An appropriate explanation and required documentation must be sent with positive answers. If there is a positive answer to the professional liability claims history question, the applicant must send an explanation of the nature of the case, data and summary of care given, copies of the original complaint, and the settlement or final disposition. If pending, applicant must indicate status.</p>
---	---

### **Additional Information/Documents Required**

- HIV/AIDS training - four hours - Documentation not required
- Successfully passed examination (FLEX, USMLE, National Board Examination, or state examination if licensed prior to 1985) - scores verified from appropriate organization/agency
- AMA Physician Profile, department staff will obtain.
- Federation of State Medical Boards verification, department staff will obtain.
- ECFMG Certificate, if international graduate

### **Process for Approving/Denying Applications**

- Documents from the AMA and Federation of State Medical Boards and documents verifying hospital privileges and state licenses which are over one year old from the date of application must be re-verified.
- The licensing manager reviews and approves applications as authorized by the commission except for applications that have the following:
  - a. positive answers on state, hospital or post-graduate training verifications;
  - b. applicants without an active license who have not worked for more than three years; and/or
  - c. positive answers to personal data questions, except for questions regarding malpractice history.
    1. Applications with malpractice history are reviewed by a medical consultant. If the medical consultant determines there is no basis for denying the application, the licensing manager reviews the application and if there are no other positive answers or “red flags”, approves application for licensure. If the medical consultant determines additional information is needed or that a member of the commission should review the file, the application is forward to a reviewing member for a decision.
    2. Applications with positive answers or that are considered “red flag” applications are reviewed by the legal unit and then forwarded to a reviewing board member who presents it to a panel of the commission for a decision. An applicant is formally notified of a denial and has the opportunity for a hearing.

### **Renewal Requirements**

Physicians must renew their license every two years on or before their birthday. Licensees are required to complete 200 hours of continuing education every four years.